

# UPDATE

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## Director's Message

Over the past several months, there has been a plethora of information regarding the National Security Personnel System (NSPS). Most recently, litigation resulted with a judge making a determination that NSPS did not afford labor unions the full extent of their rights under the current laws or allow employees full appeal rights when certain actions are proposed or decided. The Department of Defense (DoD) intends to appeal the judge's decision. Meanwhile, the Civilian Human Resources Agency (CHRA) is going forward to implement NSPS. This means that CHRA and all Civilian Personnel Advisory Centers (CPACs) will transition to NSPS on or about 30 April 2006. It is believed that if NSPS becomes a reality, that the CPACs will have had valuable time to fully understand the new system and be able to provide training based on hands-on experience. If NSPS does not become a reality, we will transition back to the Total Army Personnel Evaluation System (TAPES) and continue on with the existing system. Whatever the decision, I will ensure that all supervisors and employees are notified and training is provided before implementation.

Sandra Kruse, Director  
Civilian Personnel Advisory Center

## CPAC Announcement

**The Civilian Personnel Advisory Center would like to take a moment to remind everyone that appointments with Human Resources Advisors and Assistants are encouraged. This will benefit everyone involved.**

**Human Resources Advisors and Assistants are available for appointments and or phone calls from  
0900 – 1130 & 1230 – 1630  
Monday through Friday**

**Call 596-0927 to set up your appointment today!!**

### *Hours of Operation*

Civilian Personnel (CPAC)  
0900 – 1130 1230 – 1630  
Building 470, Room 2205  
573-596-0927

Non-Appropriated Funds (NAF)  
0900 – 1130 1230 – 1630  
Building 470, Room 2204  
573-596-0283

Missouri Career Center  
0800 – 1630  
Building 470, Room 2203  
573-596-0294

<http://www.wood.army.mil/CPO/Accept1.pdf>

[http://www.wood.army.mil/mwr/nonappropriated\\_fund\\_employment.htm](http://www.wood.army.mil/mwr/nonappropriated_fund_employment.htm)

<http://www.works.state.mo.us/>

# Missouri Career Center

## *Need help with finding a job?*

The Missouri Career Center provides a variety of services related to employment and training.

The Career Center has a "Self-Service" option available to job seekers in their resource center. Job seekers may search for jobs, prepare resumes, take a typing test, complete an aptitude/skills survey or view a variety of printed and on-line job information.

The Career Center also utilizes an automated job match system that is designed to match applicant skills with employer requirements. The automated system matches an applicant's skills, knowledge, abilities, salary requirement, and location availability to the requirements of the position as determined by the employer.

Resume service is also available. Resumes are stored in a database and are used with the on-line job matching system. A computer software package provides applicants with the option of preparing their own professional resume.

Individuals who have used the Career Center before may remember Missouri Works. As of June 1<sup>st</sup> the State of Missouri switched to using GreatHires.org. If experiencing any problems or any questions don't hesitate to give them a call.

**573-596-0294**  
**Bldg 470, Rm 2203**  
**M-F - 8:00am to 4:30pm**

## Special Emphasis Program Managers

### Current Managers:

Melvin "Mac" McNair	Equal Employment Opportunity SEP
Deborah Van Heest	American Indian/Alaskan Native Program*
Kim Moats	Asian/Pacific Islander Program
Jocelyn Morris	Federal Women's Program
Melvin "Mac" McNair	Individuals With Disabilities Program
Clem Perez	Hispanic Employment Program
James Kennedy	Black Employment Program

\*If anyone has an interest in applying for this volunteer/collateral duty position, please contact Mac McNair at 596-0602 for details.

## **HEALTH CARE PROFESSIONALS**

**Resumes are currently being accepted from Health Care Professionals interested in serving as Federal civilian employees at the General Leonard Wood Army Community Hospital (GLWACH) or at one of the Dental Clinics for the following occupations:**

- Physician, GS-602
- Dentist, GS-680
- Podiatrist, GS-668
- Optometrist, GS-662
- Registered Nurse, GS-610
- Physician Asst., GS-603
- Pharmacist, GS-660
- Audiologist, GS-665
- Dental Assistant, GS-681
- Practical Nurse, GS-620

Provide copies of your **college transcript, license, and resume** to:

Soldier Service Center, Bldg #470  
ATTN: CPAC, Ste #2205  
140 Replacement Avenue  
Fort Leonard Wood, MO 65473

**Or just come on in with your information!**

## **NAF Corner**

The NAF Office is currently accepting applications for summer employment at the Lake of the Ozarks Recreational Area. The Fort Leonard Wood area will be announced on March 15<sup>th</sup>. Applications will be accepted through May 31<sup>st</sup> with periodic cut offs on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

Reminder all NAF employee's MUST be registered with MyPay no later than 30 September 2006. As of 1 October 2006 Payroll will not issue a paper LES. You must have a current address on file with NAF to receive your PIN.

# Notice of Right to Request Union Representation

As required by Section 7114(a)(3) of Title 5, United States Code, employees are hereby provided annual notice of the rights set forth below.

Section 7114(a) of Title 5, US Code, provides representation rights to employees in certain investigatory examinations. An employee, upon request, has the right to union representation at an investigatory interview which the employee reasonably believes might result in disciplinary action. This right does not accrue to employees who are not covered by an appropriate bargaining unit (i.e., where a legitimate union-management relationship exists).

Section 7114(a) of Title 5, United States Code states that:

"(2) an exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at—"

"(B) an examination of any employee in the unit by a representative of the agency in connection with an investigation if—"

"(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and"

"(ii) the employee requests representation."

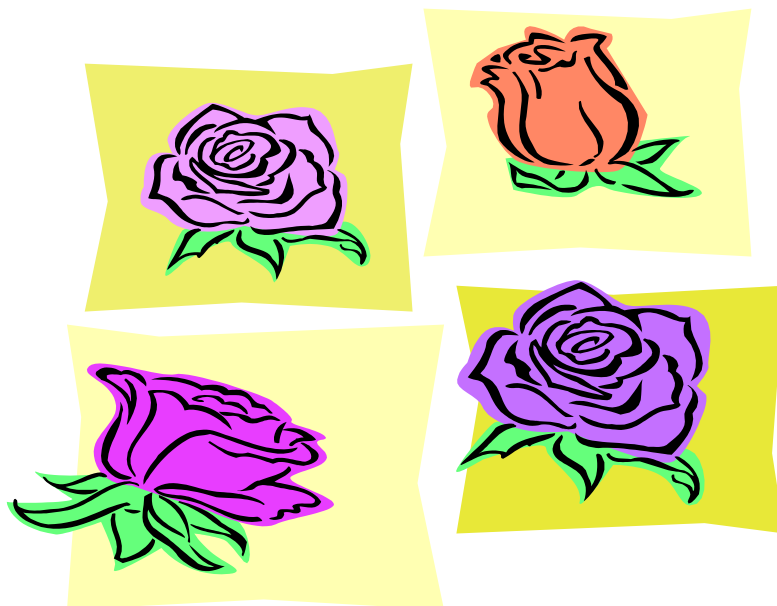
The employee's right to request representation as a condition of participation in an examination is limited to situations where the employee reasonably believes the investigation may result in disciplinary action. The right does not extend to "run-of-the-mill" shop floor conversations, for example, work instructions, training, corrections of work techniques, or counseling sessions. In such cases, there normally will not be any reasonable basis for an employee to fear that any adverse impact may result from the interview. Therefore, no reasonable basis for the employee to seek the assistance of a representative exists.

The Federal Labor Relations Authority has held that the right of the union to be represented includes the right to effectively represent the employee. The union representative must be allowed as much latitude as is consistent to maintain an orderly investigative process. On the other hand, the union representative should not be permitted to substitute his/her answers to questions for those of the employee or to prevent the employee from answering questions.

Any questions concerning the above guidance/information should be directed to your Human Resources Specialist at the Civilian Personnel Advisory Center (CPAC). In all cases, managers/supervisors should contact the CPAC for guidance before denying the rights to representation to any nonsupervisory employee.

# Important Information on How to Properly File Workers' Compensation Claims

When an employee is injured on the job or has a job related illness or disease and wishes to file a claim for workers' compensation, the CA-1 or CA-2 MUST be input electronically by the supervisor or coordinator. The last step of filing a claim is to print out the claim form and have the employee, supervisor, and witness (if applicable) sign and date the form. The original signatures along with all medical documentation must be given or sent to Linda Anthony, the Injury Compensation Program Administrator as soon as possible. If you have questions about the worker's compensation program or procedures, please call Linda at 596-0293



# CPAC Customer Service

## TO OUR CPAC CUSTOMERS:

As most of you know, we have a long-standing policy to encourage our customers to schedule appointments with one of the CPAC staff rather than dropping by without an appointment. The reason for this policy is two-fold: (1) To allow us time to adequately prepare so that we can respond to our customers' questions/concerns, and (2) To prevent our customers from having to spend excessive time waiting to speak with an advisor or, worse, requiring a customer to come back at a later time because the advisor they need to speak with is with another customer or in a meeting.

As is the practice in many administrative and business offices, we are closed one hour for a lunch break. Since military managers/supervisors and all current Federal employees have the right to visit the CPAC during regular duty hours (subject to supervisory approval), there is rarely a need for them to use their lunch hour to visit us. And, if any customer does need an appointment to speak with an advisor and the only time the customer can do that is during the lunch hour, we will accommodate them. Applicants needing job information and assistance can visit the MO Career Center from 0800 to 1630 and they are open through the lunch hour.

We also try to set aside time prior to 0900 each day to answer email and phone calls, research answers to questions, and take care of the many administrative and technical responsibilities that we have. In order to devote the attention that each of these tasks demands, we try not to schedule appointments during that time if at all possible. Our goal and intention is to ALWAYS be available to provide advice and assistance to our customers in an emergency or similar situation that demands immediate attention.

Our main office phone number is 6-0927 and we do provide an opportunity for our customers to leave a voice message when we are busy taking care of another customer's needs. If you do not already know the names of your organization's HR advisor and HR assistant, you can either check with your supervisor or your organization's HR coordinator. Each advisor and assistant also have their own phone numbers so that they can provide quality service to their serviced organizations. Our customers' calls and visits are important to us. Any suggestions as to how we can better meet your HR-related needs are always welcome.





# ***Job Shadowing; High School Students & Fort Leonard Wood***

You may see an area high school student being escorted through daily work procedures as a civil engineer, logistician, or surveyor on Fort Leonard Wood. The practice is called Job Shadowing and offers young adults the opportunity to conduct live research into a possible career choice by following or “shadowing” a Federal employee from 8:00 am to 3:30 pm or regular school hours. The student receives excellent job experience and also receives high school credit for their research.

The process requires the high school student contacting his/her guidance counselor and addresses their career choice(s). The counselor contacts Fort Leonard Wood’s Child & Youth Services (573) 596-2050/0357, who in turn contacts an available unit to establish a date, time, and location. While units do their best to maintain this “appointment” it sometimes requires flexibility in rescheduling or maybe even canceling a visit due to a sudden shift in mission requirements or personnel tasking.

Students are advised to arrive prior to their scheduled visit to allow access to the installation via the Visitor’s Center. Students are required to show their drivers license, proof of vehicle insurance, registration, and have their vehicle inspected prior to accessing Fort Leonard Wood. Once through security, the student proceeds to the sponsoring unit for a full and exciting day.

The interaction between the area high schools and Fort Leonard Wood not only provides young adults career guidance, it also reinforces the bond between the civilian and military communities providing positive benefits for everyone.

David A. Patzner  
HR Specialist FCIP

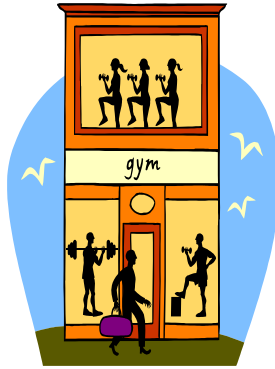
## **CPAC HAILS**

Daphne Bradley hails from the Southwest Civilian Personnel Operations Center. She and her family arrived to the area this past January. Daphne has a wide variety of civilian personnel experience and is providing advisory duties for the Army Contracting Agency, 43rd Adjutant Battalion and the Military Police School.



# **FEDERAL EMPLOYEE WELLNESS PROGRAM**

## **For Fort Leonard Wood, Missouri**



Over the last several months, it has been apparent that many federal civilian employees are interested in getting fit. In response to this interest a local “Wellness Program” IAW AR 600-63, Army Health Promotion, was developed by a Department of the Army intern assigned to the CPAC. Mr. David Patzner spent long hours in its development. The complete program is on the CPAC website under, “What’s New.”

The basic tenets of the program are:

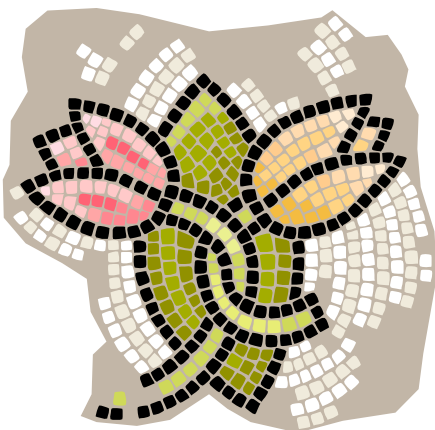
- Employees must be cleared by their physicians that they can enter a fitness program prior to submitting their request.

- Supervisors must consider mission needs first prior to approving/disapproving.

- Employees may take advantage of the program one time during their careers. (We are starting fresh as it is doubtful that anyone has records of employees approved to enter this program last published in 1998).

- Employees may be approved for up to 3 hours each week for a 6-8 week period (read the complete program guidance for more specifics)

It is hoped that by allowing employees the opportunity to “jump start” their physical fitness programs that they will continue on with them after the 6-8 week period has passed. Getting healthier is always an option and this is one tool that can be used to get there.





# Ethics Training

ABRAMS Theater	21-Mar-06	900	1000
ABRAMS Theater	4-Apr-06	900	1000
ABRAMS Theater	2-May-06	1300	1400
ABRAMS Theater	16-May-06	900	1000
ABRAMS Theater	6-Jun-06	1300	1400
ABRAMS Theater	12-Jun-06	1000	1100
Lincoln Hall auditorium	27-Jun-06	1300	1400
ABRAMS Theater	10-Jul-06	1300	1400
ABRAMS Theater	19-Jul-06	900	1000
Lincoln Hall auditorium	1-Aug-06	900	1000
ABRAMS Theater	1-Aug-06	1300	1400
ABRAMS Theater	16-Aug-06	900	1000
ABRAMS Theater	5-Sep-06	1300	1400
ABRAMS Theater	20-Sep-06	900	1000
ABRAMS Theater	3-Oct-06	1300	1400
ABRAMS Theater	18-Oct-06	900	1000
ABRAMS Theater	7-Nov-06	1300	1400
ABRAMS Theater	15-Nov-06	900	1000
ABRAMS Theater	5-Dec-06	1300	1400
ABRAMS Theater	13-Dec-06	900	1000

# Sponsor Training

Sponsorship Training is conducted every month at **1300-1400** in Bldg 470, Room 2225\*. Training is 1 hour in length. The next training is **September 9, 2006**.

Please call the Army Community Service (ACS) Relocation Readiness office at 596-5627 to schedule your personnel for the next Sponsorship Training.

We ask that you **call and sign up** to ensure that enough class material is prepared, thank you for your assistance.

\* Room Subject to change and cancel at last minute, please call to verify room number

# ASIST Training

The Installation Chaplain's Office offers Applied Suicide Intervention Skills Training, a monthly suicide prevention course. Supervisors and personnel in leadership positions are highly encouraged to attend. To enroll in a class please call Ron English at 6-4053. The list of dates is below:

## DATES

14-15 Mar  
11-12 Apr  
16-17 May  
13-14 Jun  
11-12 Jul  
15-16 Aug  
12-13 Sep

## LOCATION

Specker Chapel  
Specker Chapel  
Specker Chapel  
Specker Chapel  
Specker Chapel  
Specker Chapel  
Specker Chapel

# FEEA Fund Scholarship

The Federal Employee Education & Assistance (FEEA) Fund is accepting scholarship applications for 2006. The FEEA is another source of tuition assistance for Army employees who are not eligible for Army Civilian Training, Education and Development System (ACTEDS) funding.

The majority of the funding for the FEEA scholarship program comes from contributions made to the Combined Federal Campaign. The amount of money donated in each region directly determines how much is available for scholarships in that area. The scholarship applications are due to FEEA by March 31, 2006. For more information, please check out the FEEA website at <http://www.feea.org/>.

# Are you a Veteran?

## Changes to Veteran's Preference

The National Defense Authorization Act for FY 2006, signed into Public Law by the President on January 6, 2006, expanded the definition of a veteran for purposes of preference eligibility in 5 United States Code 2108(1). The new, expanded definition includes individuals who served on active duty for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.

This change to the definition of a veteran was effective on January 6, 2006. In order to notify the public about the expanded definition, a notice was posted Army's Civilian Personnel On-line website and its associated employment tools to include the Vacancy Announcement Search Board and Army Resume Builder.

Civilian Personnel Operations Centers (CPOC) were directed to review and amend all referral lists issued since 6 January 2006 to ensure applicants entitled to veteran's preference based on the expanded definition received their preference appropriately. In situations where a job offer was already made to an applicant, the CPOCs are reviewing the referral list in accordance with the new, expanded rules to ensure the selection meets regulatory requirements and that any non-selectee's veterans preference has not been violated. Preliminary indications have shown minimum disruption regarding selectees.

HQDA is preparing notification to inform managers and employees of the provisions of the new law.

# Tornado Season

As spring arrives and with the warm weather approaching we need to start familiarizing ourselves with the severe weather procedures.

## WEATHER PROCEDURES

Tornado and/or severe weather: Siren Tone –  
Steady tone for three minutes.

Fire Signal: Siren Tone – Alternating high tone,  
low tone, repeated for three minutes.

Attack Warning Signal: Siren Tone – Wavering  
time for three minutes.

Siren Test Tone: Steady Tone for one minute.

All Clear: Three, one minute blasts.

Know the difference between a tornado watch and a warning. A tornado watch indicates that conditions are favorable for a tornado to form. A tornado warning indicates that a tornado has been sighted in the area.

In case of a tornado warning, find shelter immediately. This may be in a basement or an interior ground floor room. Stay away from large open areas and windows. If you are outside, get in a ravine or a ditch and cover your head with your arms. Do not stay in a mobile home or try to outrun or drive away from the tornado in your car.

Design a family tornado plan and designate a safe place for a tornado shelter. Your tornado plan could mean the difference between life and death.

## Useful Internet Addresses

### FLW Job Announcements

<http://www.wood.army.mil/cpo/employ.htm>

### CPOL Vacancy Announcements, Army Resume Builder, and Answer

<https://cpol.army.mil>

### USAjobs

<http://www.usajobs.opm.gov>

Go to Search Jobs

Select State/City

Select Get Results

### CPAC Homepage

<http://www.wood.army.mil/CPO>

### NAF Job Announcements

[http://www.fortleonardwoodmwr.com/nona  
ppropriated\\_fund\\_employment.htm](http://www.fortleonardwoodmwr.com/nona appropriated_fund_employment.htm)

### Army Benefits Center (ABC/Civilian)

<https://www.abc.army.mil>

### TSP

<http://www.TSP.gov>

### Long Term Care

<http://www.ltcfeds.com>

### FEGLI

<http://www.opm.gov/insure/life/>

### MyPay

<http://www.dfas.mil/mypay/>

Income Tax Information is at this website  
W2's on line 6 Jan 05



# Whistleblowing

**A "whistleblower" provides information he or she reasonably believes evidences:**

- A violation of any law, rule or regulation
- Gross mismanagement
- A gross waste of funds
- An abuse of authority
- A substantial and specific danger to public health
- A substantial and specific danger to public safety

The Office of Special Counsel (OSC) provides a secure channel through which current and former federal employees and applicants may make confidential disclosures. OSC evaluates the disclosures to determine whether there is a substantial likelihood that one of the conditions listed above has been disclosed. If such a determination is made, OSC has the authority to require the head of the agency to investigate the matter.

**To make a disclosure contact:**

**U.S. OFFICE OF SPECIAL COUNSEL  
1730 M STREET, N.W., SUITE 218  
WASHINGTON, DC 20036-4505**

**PHONE: (202) 254-3640\***

**TOLL FREE: 1-800-572-2249\***

WWW.OSC.GOV

Rev. 12/03



## Prohibited Personnel Practices

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By law, Federal employees **may not:**

- Discriminate
  - Solicit or consider employment recommendations based on factors other than personal knowledge or records of job related abilities or characteristics
  - Coerce the political activity of any person
  - Deceive or willfully obstruct any person from competing for employment
  - Influence any person to withdraw from job competition
  - Give an unauthorized preference or advantage to improve or injure the prospects of any particular person for employment
  - Engage in nepotism
  - Take or threaten to take a personnel action because of whistleblowing
  - Take or threaten to take a personnel action because of the exercise of a lawful appeal, complaint, or grievance right
  - Discriminate based on personal conduct which does not adversely affect the performance of the employee or other employees
  - Knowingly take or fail to take a personnel action in the violation of veteran's preference laws
  - Violate any law, rule or regulation implementing or directly concerning merit system principles
- 

**More information may be obtained from:**

**U.S. OFFICE OF SPECIAL COUNSEL  
1730 M STREET, N.W., SUITE 218  
WASHINGTON, DC 20036-4505**

**WWW.OSC.GOV**

**PHONE: (202) 254-3670\*      TOLL FREE: 1-800-872-9855\***

**\*Hearing and Speech Disabled: Federal Relay Service 1-800-877-8339**

Rev. 12/03



# YOUR RIGHTS AS A FEDERAL EMPLOYEE

ENFORCED BY

## THE U.S. OFFICE OF SPECIAL COUNSEL

### I. THE U.S. OFFICE OF SPECIAL COUNSEL (OSC) is an independent agency that investigates and prosecutes allegations of prohibited personnel practices (PPP).

#### WHAT IS A PROHIBITED PERSONNEL PRACTICE (PPP)?:

Under 5 U.S.C. §2302(b)(1)-(b)(12) a federal employee authorized to take, direct others to take, recommend or approve any personnel action may not:

- **Discriminate (including discrimination based on marital status and political affiliation).** *EXAMPLE: Supervisor Joe refuses to promote Employee Jane because Jane is a registered Republican; or his refusal is because she is a single mother. (OSC will generally defer Title VII discrimination allegations to the EEO process, rather than duplicating already existing procedures.)*
- **Solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics.** *EXAMPLE: Selecting Official Joe hires Applicant Jack based on Senator Smith's recommendation that Jack be hired because Jack is a constituent; or fails to hire Applicant Jane because of Congressman Smith's recommendation based on the Congressman's friendship with Jane's parents.*
- **Coerce the political activity of any person, or take action against any employee as reprisal for refusing to engage in political activity.** *EXAMPLE: Supervisor Jane takes away significant job duties of Employee Jack because Jack will not make a contribution to Jane's favorite candidate.*
- **Deceive or willfully obstruct any person from competing for employment.** *EXAMPLE: Supervisor Joe, located in Headquarters, orders that no vacancy announcements be posted in the field office where Employee Jack works because he does not want Jack to get a new job; or falsely states that there will be extensive travel in the position when he knows that there is no travel.*
- **Influence any person to withdraw from competition for a position to improve or injure the employment prospects of any other person.** *EXAMPLE: Supervisor Jane, in an effort to hire Employee Joe, tells Employee Jack that he should not apply for a position because he is not qualified and will never be selected. Employee Jack is*
- **Engage in nepotism.** *EXAMPLE: Second-level Supervisor Jane asks First-level Supervisor Joe to hire her son; or to promote her daughter.*
- **Take a personnel action against an employee because of whistleblowing.** *EXAMPLE: Supervisor Joe directs the geographic reassignment of Employee Jack because Jack reported safety violations to the agency's Inspector General; or because employee Jill reported a gross waste of funds to the Office of Internal Affairs.*
- **Take a personnel action against any employee because of the exercise of an appeal, complaint, or grievance right.** *EXAMPLE: Supervisor Jane places Employee Jack on an undesirable detail because Employee Jack filed an administrative grievance about his performance rating.*
- **Discriminate against an employee on the basis of conduct, which does not adversely affect the performance of the employee.** *EXAMPLE: Jack's employment is terminated because he attended a "Gay Pride" march; or he attended a "Pro-Life" event; or he attended an animal rights rally; or he attended a gun-owners' rights meeting.*
- **Take or fail to take a personnel action, if such action would violate a veterans' preference requirement.** *Example: Supervisor Jane hired Employee Jack, without considering Veteran Jennifer, who was included on the list of eligible employees. (OSC's jurisdiction is for disciplinary actions only; the Dept. of Labor has jurisdiction to investigate for corrective actions.).*
- **Take a personnel action against an employee which violates a law, rule, or regulation which implements a merit systems principle.** *EXAMPLE: Supervisor Joe terminates the probationary appointment of Employee Jack because of Jack's letter to the editor criticizing affirmative action - a valid exercise of First amendment rights, a law*



*qualified.*

*implementing a merit system principle.*

- **Give an unauthorized preference to a person to improve or injure the employment prospects of any particular employee or applicant.** *EXAMPLE: Supervisor Jane specifies that Spanish-speaking skills are necessary for a vacant position, for the purpose of selecting Employee Jack, who speaks fluent Spanish. The position, however, does not require Spanish-speaking skills..*

## **What You Can Do If You Believe A PPP Has Been Committed**

An employee who believes a PPP has been committed can file a written complaint with the U.S. Office of Special Counsel. Complaint forms are available on the Web at [www.osc.gov](http://www.osc.gov). Employees do not need attorneys to file a complaint. OSC is an independent and prosecutorial agency. It will investigate allegations of prohibited personnel practices, and seek any corrective and disciplinary action.

## **II. The U.S. Office of Special Counsel Also Receives Confidential Disclosures and Enforces The Hatch Act**

### **RECEIVING CONFIDENTIAL DISCLOSURES (5 U.S.C. §1213):**

Current and former federal employees and applicants can confidentially report information evidencing a violation of any law, rule, or regulation, gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety. The OSC has the authority to require the head of the agency concerned to investigate the matter if OSC determines that a disclosure has been made.

### **ENFORCING THE HATCH ACT(5 U.S.C. §7321-26):**

The Office of Special Counsel is authorized to issue advisory opinions that respond to federal employee questions about whether or not they may engage in specific political activities under the Act. The OSC also prosecutes violations of the Hatch Act before the Merit Systems Protection Board. These violations include: using official authority to interfere with an election result; soliciting, accepting or receiving political contributions; soliciting or discouraging political activity of persons before the employing agency; and running for public office in a partisan political election.

## **Need Additional Information?**

- Information on filing a complaint: 202-653-7188 or 800-872-9855.
- Information on making a disclosure: 202-653-9125 or 800-572-2249.
- Updated and detailed information on OSC and its procedures- visit our web page: <http://www.osc.gov>,
- Updated and detailed information on OSC in our revised brochure:

“The Role of the U.S. Office of Special Counsel”  
(GPO # 028-004-00105-9) by calling 202-512-1800 - the GPO Bookstore.



U.S. Office of Special Counsel  
1730 M Street N.W., Suite 201  
Washington D.C. 20036-4505

# Helping Our Heroes

The Department of the Army has initiated a program – called the Disabled Soldier Support System (DS3) - to provide severely disabled Soldiers and their families with a system of advocacy and personal support to assist them as they transition from military service to the civilian community.

Recognizing that our Soldiers, Marines, Airmen and Sailors are being injured worldwide, particularly in support of the war on terror, and have made a great sacrifice, Fort Leonard Wood would like to express our appreciation by providing support, opportunities, and information to help with their transition.

Local resources include the Army Career and Alumni Program (ACAP) Office, telephone 6-0175; the Employment Readiness Program (ERP) Office, telephone 6-3154; the Civilian Personnel Advisory Center (CPAC), telephone 6-0927; and the Missouri Career Center, telephone 6-0294; all located in Building 470. Detailed information concerning the DS3 initiative is available online at [www.ArmyDS3.org](http://www.ArmyDS3.org)



# ANSWER

## Applicant Notification System Web Enabled Response

The Applicant Notification System Web-Enabled Response (ANSWER) tool is designed to allow users to check the status of their Resume, track their application history, view Self-Nomination history and view their current Resume and Supplemental Data listed in the Central Resumix Database. Users can toggle between the Resume Builder and ANSWER.

### Checking the Status of Your Resume

You have easy access to real-time information on the status of your application via the Internet by using our Applicant Notification System Web-Enabled Response system called ANSWER. By following the instructions at the Resume Builder / ANSWER web site, you can access the status of your resume and self-nomination(s). You can also view the Resume you currently have on file. If you have questions regarding your status viewed on ANSWER, please use the "Send Mail" feature to submit questions. ANSWER can be accessed on CPOL through the Employment page at <http://acpol.army.mil/employment/>. If you do not have a Resume Builder / ANSWER account established and need assistance, e-mail your question(s) to: [applicanthelp@cpsrxtb.belvoir.army.mil](mailto:applicanthelp@cpsrxtb.belvoir.army.mil)

After using the "Send Mail" feature your e-mail will be sent to the Department of Army who will forward your e-mail to the appropriate specialist at the servicing CPOC for the position for which you are inquiring. You should send a separate e-mail for each position. Be sure to include all information about the position for which you're inquiring, e.g. announcement number, reason for inquiring, your name and phone number, etc. The specialist has 10 days from the time you submit your inquiry to respond back to you. They will not be able to tell you the required/desired skills you are missing for the position for which you were not rated eligible. The required/desired skills are identified by the supervisor/manager and are based on the duties in the position description. These are the skills the manager has deemed the most important in determining the candidate's ability to do the job. The staffer at the CPOC inputs a synopsis of the duties into Resumix. Resumix comes up with a projected list of skills. The manager selects which skills are required for the candidate to bring to the job, which are desired and which ones they do not want to use at all. For Delegated Examining Unit (DEU) announcements they do weight the skills.

## Leave and Earning Statements & W-2s

In March 2000, the Defense Finance and Accounting Service implemented myPay, an online service that allows DOD members and retirees to manage their pay in a secure and convenient manner at any time and any location.

MyPay provides benefits to both the employees and the Army. Civilian employees may view 26 pay periods of LESs online and have more direct control of their finances and the timing of certain pay actions. Additionally, the reduction of mailed copies will improve the security of employees' financial and personal data. Advantages for the Army include improved customer service and the potential of saving up to \$2 million a year.

To achieve these goals, the Army intends to turn off mailing of all LES's and W-2s, by 1 October 2006. Employees will be required to utilize myPay to receive LESs and W-2s and must obtain customized myPay PINS at <https://mypay.dfas.mil/mypay.aspx>.

To get ahead of the October rush, all employees are encouraged to obtain PINS in the near future.

Bargaining unit negotiations are on-going. Additionally, we are working to ensure all employees have necessary computer access.

# Insightful Thought

## Thinking Makes It So



### *Winner's Circle Network with Lou Tice -- "Thinking Makes It So"*

*Here are some things that don't exist: A bad day, a boring book, a demeaning job, and an ugly dress.*

*Now why do I say that there is no such thing as a bad day or an ugly dress? Shakespeare had this idea in mind when he said, "Nothing is good or bad, but thinking makes it so." You see, if the dress was truly ugly, every single person we asked would say, "Yes, that is ugly." But what are the chances of that happening?*

*And if the day was truly bad, then no one could possibly be having a good day on that date, could they? And even if two people share the very same experience on the same day, one of them may call it bad and the other one may say, "Now wait a minute. There is another way to look at it."*

*And that is exactly my point. There is always another way of looking at things. So, why in the world would you voluntarily choose a way that is negative, devaluing or that makes you feel badly? You have the ability to control your thoughts and your emotions.*

*The first step is believing that not only is it possible, but it is possible for you. And when you feel you can do it, then you try. And the more you try, the better you get at it. Negative feelings that once dominated you can be made to go away, and the time it takes you to banish them will grow shorter and shorter. Until one day you may surprise yourself by saying, "You know, I can not remember the last time I really felt angry or depressed!" I know you can do it!*

*Lou Tice*

*The Pacific Institute*

[www.thepacificinstitute.com](http://www.thepacificinstitute.com)

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# ***Glad you Asked***

Your questions answered

## **Question:**

**I need to renew my Civilian Access Card, what will I need to bring with me?**

## **Answer:**

**You will need to take a copy of your latest Notification of Personnel Action (SF50-B) along with your old CAC to the ID Card Facility in Building 470 between the hours of 0600 and 1630, Monday through Friday. If you are unable to find your SF 50-B, you can ask your organization's civilian human resources coordinator for a copy.**

**If you have lost your CAC, you will need to bring a picture ID along with your SF 50-B.**

**If you are just needing to reset your pin number, you will only need to bring in your CAC.**

**Questions can be answered by calling the ID Card Facility at 6-8917.**

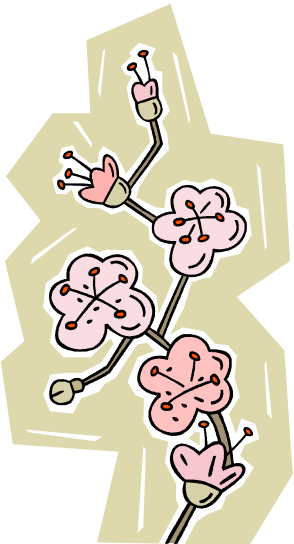
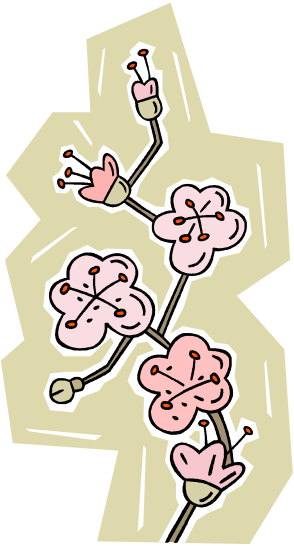
## **We welcome your questions**

We try our best to answer your questions as they are presented. If you would like to know something that we may be able to answer or find out the answer to, you are more than welcome to email us at [pecpswrm@wood.army.mil](mailto:pecpswrm@wood.army.mil) and the answer will be posted in the next UPDATE bulletin.

# Leave Recipient Program

There are many employees who need your generous donations of annual leave you cannot use before the end of the leave year. Visit [www.wood.army.mil/CPO/leavetra.htm](http://www.wood.army.mil/CPO/leavetra.htm) for general information about the leave transfer program and forms to become a recipient, as well as to become a donor of leave time.

The following employees are approved leave recipients:



*Retha K. Bennett - DOL – personal battle with illness*

*Louise Bibbs – MEDDAC – personal battle with illness*

*Cathy Bower – MP School – family member’s battle with illness*

*Tiffani Brown – DES – personal battle with illness*

*Linda Carman – DRM – family member’s battle with illness*

*Bonita Champion - DMWR – personal battle with illness*

*Opal Cross – MEDDAC – personal battle with illness*

*Deborah Ellis – 1st BDE – personal battle with illness*

*Charlotte Hardy – MEDDAC – personal battle with illness*

*Kenneth Harris – DOL – personal battle with illness*

*James Hudson – 1<sup>st</sup> BDE - personal battle with illness*

*Joyce Lynn - MEDDAC – personal battle with illness*

*Stephen J. Rogge – Executive Services Office- personal battle with illness*

*Cheryl Zimmer, DOTD – child’s battle with illness*

*Sheila D. Ziegler – DOL – family member’s battle with illness*



## CUSTOMER FEEDBACK FORM

Our goal is to provide TIMELY, ACCURATE and PROFESSIONAL service to all our customers. We need your feedback regarding the kind of service we provide so we can analyze how we are doing. Would you please take the time to complete the following items?

Please identify the type of personnel action we worked on. Thank you for your comments, suggestions and overall evaluation of our service.

- **PRODUCT IDENTIFIER** (type of action): \_\_\_\_\_  
Examples: evaluation of application, referral list, request for personnel action (RPA) number, processing of benefits, pay issues, job description, update of OPF, processing of award, nomination for training, responses to inquiry, etc...

- |   | <u>YES</u> | <u>NO</u>   |                   |
|---|------------|-------------|-------------------|
| 1. Was this action completed/service provided in an acceptable time frame?  | ___        | ___         |                   |
| 2. Do you think the product is accurate and represents good staff work?     | ___        | ___         |                   |
| 3. Did you get the kind of information you needed to make informed choices? | ___        | ___         |                   |
| 4. Were our interactions with you courteous?                                | ___        | ___         |                   |
| 5. Overall, how would you rate the product/service you received?            |            |             |                   |
| ___Excellent  | ___Good    | ___Adequate | ___Unsatisfactory |

- Please provide any comments/suggestions/recommendations you may have for ways that we can improve our service. We are particularly interested in specific feedback on any of the items you may have checked "NO".

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6. If you would like a *personal response* to your suggestion or comments, please provide your name, phone number and electronic mail address.

**Thank you** for taking the time to complete this feedback form. My expectation is that my staff will provide prompt and courteous service to all our customers. The CPAC believes in "People Serving People."

Please mail this form directly to me, send it electronically to [atztcp@wood.army.mil](mailto:atztcp@wood.army.mil), or fax it to 573-596-0289. If you would like to discuss this or any other matter, I can be reached at 573-596-0280 or via email. I look forward to hearing from you.

Director  
Civilian Personnel Advisory Center  
140 Replacement Ave, Ste 2210  
Fort Leonard Wood, MO 65473-8935

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*Even though yellow ribbons and United States Flags have been displayed for a while in support of our troops, continued prayers are offered for these troops and their families. We all wish the best for their safe return home.*

